

Career Tips Thursday: Session 47

Developing and Sustaining Confidence in Navigating your Career Journey

30 April 2026

UNICEF

UN WOMEN



Zoom - Housekeeping rules



You are muted by default. The chat function is disabled.



If you have any questions, please submit them through Zoom Q&A button.



The session will be recorded. The recording and presentation will be available on: [Career Tips Thursday webpage](#).

Purpose

- Develop and sustain your confidence in your career journey through self-awareness, reflection, and strengths-based practices.
- Experience and apply practices to quieten the inner critic, reframe limiting beliefs, shift mindsets and apply your strengths with greater clarity and confidence as you navigate your career and professional journey.

Leading with Awareness, Presence & Intention

Mindfulness



To be fully present and engaged in the moment, aware of your thoughts, feelings, body and environment without distraction or judgment.

TAKE A 3 MINUTE MINDFUL PAUSE

To help us be fully present, self-aware and bring intention to our situation / challenge. We respond not react.

1. PAUSE, MOVE and STRETCH

2. TAKE 3 DEEP BREATHS

3. OBSERVE body, thoughts, feelings without judgement

4. CHECK & SUSPEND any judgements, assumptions, beliefs or biases you may have

5. CREATE A POSITIVE INTENTION of what you wish to learn & create (one action you will apply daily)

6. REFLECT ON WHAT YOU APPRECIATE about the people involved in the situation (think of them as a close friend); being part of this planet; and about yourself

7. VISUALISE WHAT YOU WILL BRING (eg, empathy, curiosity, openness, humility) to create a safe, inclusive space to connect, dialogue, co-create & transform

8. WRITE YOUR DOWN YOUR INTENTION

Knowing Our Inner World

Mindsets –Set of beliefs, self-perceptions, assumptions, biases, mental models that is a critical influence on our thinking, behaviour and outlook (and ultimately what we achieve – our potential)

Mental models - how we understand the world

Neuro-science - we can train and rewire our brains

We can shift our mindsets

- adopt a Growth rather than a Fixed mindset
- quieten the inner critic - tune into the inner mentor
- change our beliefs, assumptions, expand our perspectives

We need to be fully present and intentional, reframe, affirm and practice consciously and constantly to change our habits

Mindsets (Carol Dweck)

FIXED MINDSET

MINDSET CHARACTERISTICS

GROWTH MINDSET

SET - YOU HAVE WHAT YOU HAVE

SKILLS+INTELLIGENCE

CAN BE GROWN AND DEVELOPED

HOW THEY LOOK
PERFORMANCE FOCUS

MAIN CONCERN

LEARNING / GETTING BETTER
PROCESS FOCUS

SOMETHING YOU DO
WHEN YOU'RE NOT GOOD

EFFORT

AN IMPORTANT PART OF
LEARNING

GIVE UP / CHECK OUT

CHALLENGES

PERSEVERE / WORK THROUGH
IT - SHOW MORE GRIT

TAKE IT PERSONAL
GET DEFENSIVE

FEEDBACK

LIKE IT / USE IT TO LEARN

HATE THEM / TRY
TO AVOID MAKING THEM

MISTAKES

TREAT THEM AS A LEARNING
OPPORTUNITY

Our Inner Critic



INNER DIALOGUE

We all have an inner narrative going – the story we tell ourselves.

It has different characters

Voices that **empower** us and help us make expansive choices - help us become who we are trying to be..

and

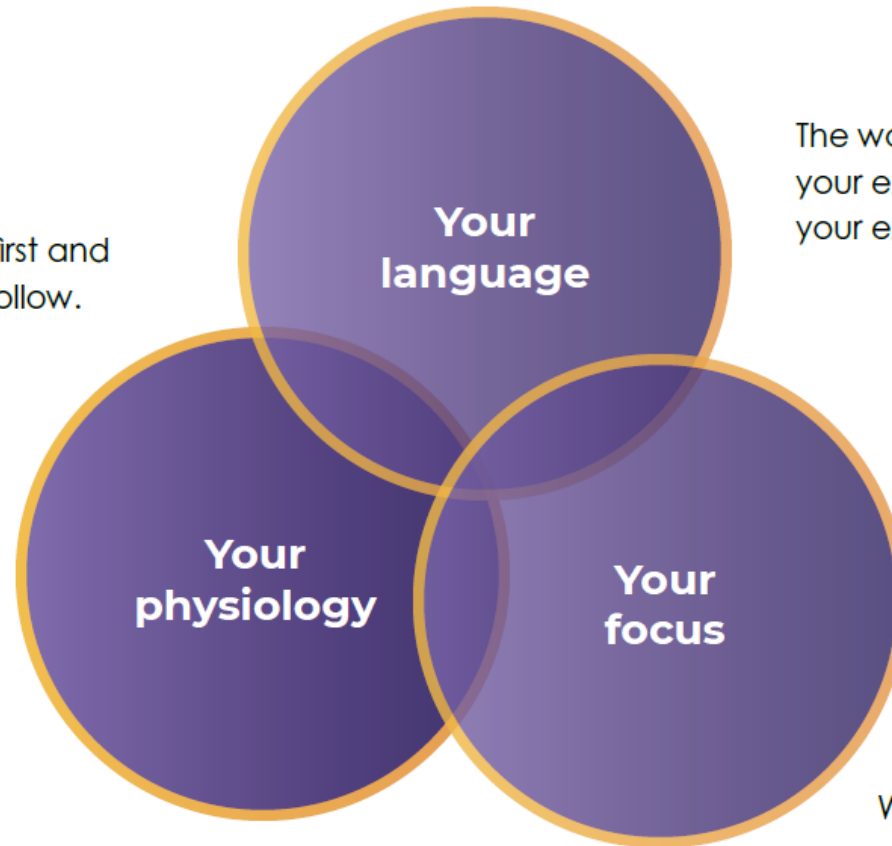
voices that **disempower** us with criticism and are not helpful to our growth

- A major voice is the **'inner critic**

Source: Dorian Baroni

Shifting Mindsets

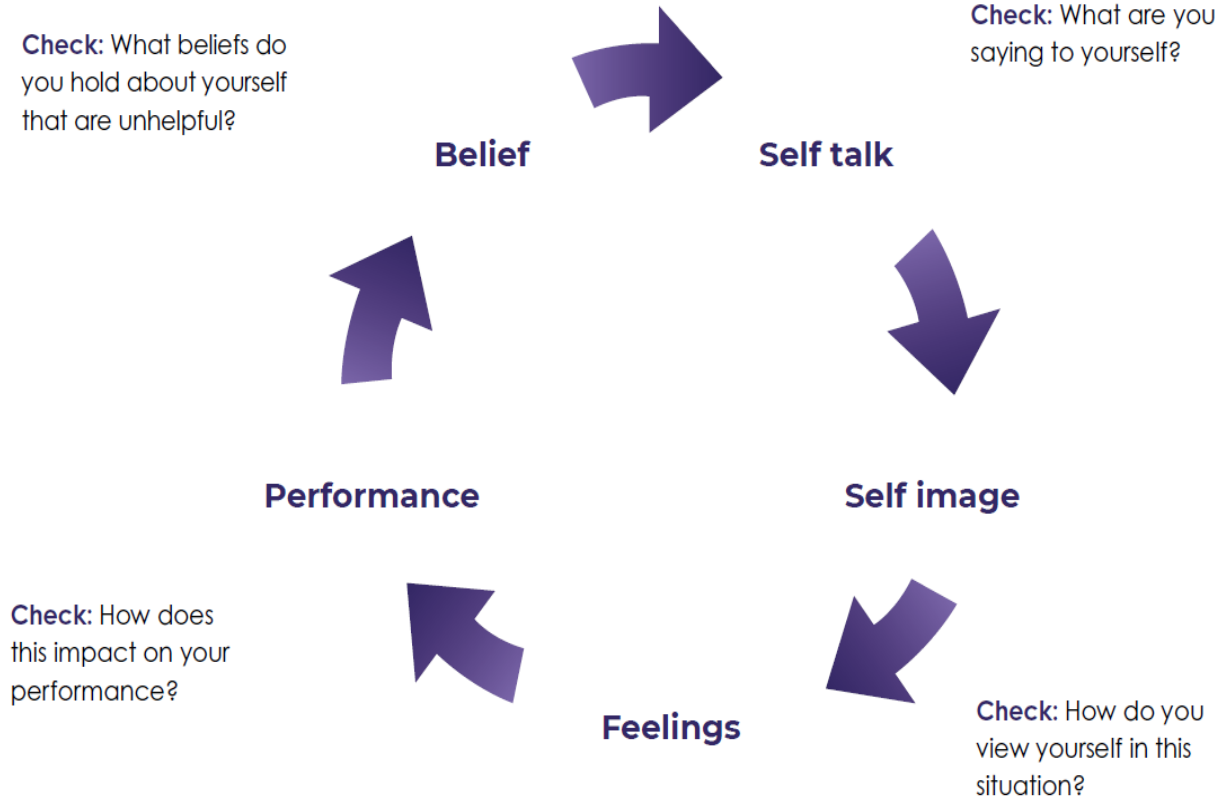
Put your body first and
your mind will follow.



The words you attach to
your experience become
your experience.

Where you focus your attention
will determine your outcome.

The beliefs cycle: What hinders you – what helps you?



Practice

1. Using the beliefs cycle, reflect on some of your beliefs about your work / professional potential & their impact.

2. Identify and write down one belief that is limiting or may be holding you back.

3. Write down how you could change / rewrite this belief to make it more helpful and empowering.

Source: 10Eighty 2025

Worksheet: Shifting Mindsets, Beliefs and Quietening our Inner Critic

Part 1: Name the Challenge

Step 1: Identify what you are working with

- A current challenge in my career or work life:
- Why does this matter to me?
- What do I fear, doubt, or avoid about it?

Worksheet: Taking Action through Shifting Mindsets, Beliefs and Quietening our Inner Critic

Part 2: Listen to the Inner Dialogue

We all carry an inner narrative. Some voices empower us. Others, often louder, disempower us. The first step to shifting a mindset is to hear it clearly.

Step 2: Capture both voices

The inner critic says...

The inner mentor says...

Tip: the inner critic usually speaks in absolutes ("never", "always", "can't"). The inner mentor speaks in possibility and process ("learning", "yet", "next step").

Worksheet: Taking Action through Shifting Mindsets, Beliefs and Quietening our Inner Critic

Part 3: Reframe

Step 3: Turn one disempowering thought/belief into an empowering one

Choose the single sentence from the inner critic column that has the most charge. Work with that one.

Original thought

Reframed as a positive affirmation

Read the reframed version aloud, slowly, three times. Notice what changes in your body. What shifted – even slightly – when you said it?

Worksheet: Make a plan on what you will do daily for next 7 days

Actions for shifting mindsets

1. Embrace Challenges as opportunities to learn and grow. Take a step at a time.

2. Use Positive Language and Affirmations

Reframe negative thoughts/limiting beliefs: Replace negative self-talk with positive affirmations - say and see each day

Focus on possibilities: Use language that emphasizes potential and growth.

”Imagine if I could do that, what would I be doing, what steps would have helped me get there”.

3. Lead with awareness, presence and intention

- **Take a 3-minute pauses** to be present and create a positive intention and mindset
- **Practice mindfulness, meditation or other well-being activities** (eg connect to nature, music, exercise, arts) that bring well-being, creativity and boost energy.

Actions for shifting mindsets

4. Visualize Success

- **Mental Rehearsal:** Visualize yourself succeeding in various scenarios to build confidence and reduce anxiety.
- **Vision Board:** Create a vision board with images and words that represent your goals and aspirations.

5. Cultivate Curiosity

- **Ask questions:** Be curious about how things work and why they happen without judgement
- **Lifelong learning:** Commit to continuous learning and self-improvement.
- **Ask for feedback:** Seek out reflections from others you trust to gain different perspectives and insights.

Actions for shifting mindsets

6. Practice Daily Gratitude Write down 3 things that you are thankful for. Send a message

7. Set Realistic Goals Small actionable steps and keep track of progress

8. Celebrate Effort, Not Just Results

9. Surround Yourself with Growth-Minded People

10. Reflect on your chosen action(s) daily for 15 minutes

11. Practice Self-Compassion

- **Be kind to yourself:** Treat yourself with the same kindness and understanding you would offer a friend.
- **Acknowledge mistakes:** Recognize that making mistakes is a natural part of the learning process.

Clarify Your Values and Strengths



Different types of values

Organizational Values	Personal Values	Work Values	Needs
Define the principles and ethics guiding an organization's culture	Drive your everyday actions, beliefs, and decisions	Help you stay engaged, motivated, and productive at work	The fundamental conditions that must be met for your well-being, growth, and effectiveness

Your values – a reflection

- If you had to name three personal values that have stayed with you across every role you've ever held, what would they be?
- Think back at the four different types of values: personal values, work values, organizational values, or a need. Where in your current situation do you sense the strongest alignment? Where do you sense the most friction?
- What is one value you would not compromise on, even for a role you wanted very much?

Recognizing your strengths: The 4 “Es”

Energy

Ease

Excellence

Entertainment



Reconnect to when you are at your best

Realizing your strengths

Think back to your best times at work - when you faced a challenge or a major task and everything came together in responding to it and achieving the desired outcome – when you brought your very best to the situation.

- **What were your strengths?**

Excellence - Skills, Qualities that made an impact

Energy - What gave you energy?

Ease - What came easily and freely?

Entertainment – What brought you joy?

From this



To this!



The importance of manifesting your strengths

Practical ways to manifest your strengths:

- Propose or take on a project aligned with what you do best.
- Participate in communities of practice.
- Be intentional on LinkedIn.
- Speak about your work in terms of impact, not tasks.
- Make your strengths visible to your manager.
- Offer to mentor or coach.
- Lead sessions or present internally.
- **Make your cover letters unique!**

Cover letter: Example 1

I am excited to apply for the Data Analyst position at Wow Technologies.

With a strong foundation in data analysis, statistical modeling, and visualization, I bring experience and skills to enhance data-driven decision-making which is one of your core organizational values and drivers for success in your 2025-30 strategic plan.

I have proven extensive experience working with large datasets, using tools like SQL, Python, and Tableau to extract insights and present recommendations that enable strategic decisions to be made in multiple areas such as

One example of my achievements in my current job, in project x, my data analysis and recommendations led to introduction of new programme that saved the organisation \$3 million over the first 2 years of its implementation.

I look forward to the opportunity to bring my analytical expertise to your team.

Cover letter: Example 2

I am excited to apply for the Data Analyst position at Wow Technologies.

With a strong sense of accountability, I take pride in delivering work that is accurate, reliable, and insightful – knowing that well-informed decisions can shape outcomes. My passion for this field keeps me continuously learning, adapting, and striving to turn data into valuable strategies.

With a strong sense of responsibility, I ensure that every analysis I conduct using SQL, Python, and Tableau is not only accurate but also meaningful and actionable. A key accomplishment, in my current job, in project x, my data analysis and recommendations led to introduction of new programme that saved the organisation \$5million over the first 2 years of its implementation..



Questions

Evaluation form

- Let us know your thoughts about the session!



Participant survey: Career Tips
Thursday 2026



CAREER TIPS THURSDAY

